

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-60-88-8

DATE RECEIVED

2-8-88

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Justice

2 MAJOR SUBDIVISION

Land and Natural Resources Division (LDN)

3 MINOR SUBDIVISION

Executive Office

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Gary M. Peterson
Executive Assistant

Gary M. Peterson
01-27-88

5 TELEPHONE EXT.

633-5454

DATE

6/9/88

ARCHIVIST OF THE UNITED STATES

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

02-02-88

Bernard W. Berglund
Bernard W. Berglund

Assistant Chief, Records
Management Section/FASS/JMD

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

ATTORNEY TIME REPORTING RECORDS

Time reporting records are prepared by LDN attorneys, paralegals, and other professionals to account for professional staff time usage to provide information vital for the effective management of the LDN. The resulting statistical analyses are used by management to recognize areas needing staff increases; to justify budget requests; to stay abreast of litigation trends; to effect the changing needs of an individual's caseload; to account for the cost involved in litigating superfund and other LDN cases; and to present to the court the hours worked in cost recovery cases. Approximate annual volume: six cubic feet.

Records consist of Form LDN-161, Attorney Time Reporting (green), and Form LDN-161, Non-Attorney Time Reporting (yellow). The forms are transferred to roll microfilm by the Systems Group in accordance with the standards set forth in 36 CFR Part 1230.

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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PAGE

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Records maintained by the Systems Group, LDN:</p> <p>a. <u>Original paper records.</u> Disposition: Destroy immediately upon verification of the microfilm.</p> <p>b. <u>Microfilm records.</u> Disposition: Cutoff at the end of each fiscal year. Destroy 20 years after cutoff.</p>		
2.	<p>Duplicate records maintained throughout the LDN.</p> <p>Disposition: Cutoff at the end of each fiscal year. Destroy when no longer needed for reference, or two years after cutoff, <u>whichever is sooner.</u></p> <p style="text-align: center;"><i>delokd</i></p> <p>Bernard Berglind, DOJ Records Officer, in the deletion of item 2, per telcon of March 28, 1988.</p> <p style="text-align: center;">↖ 6/3/88</p>		